

**Louisiana Board of Examiners for
Speech-Language Pathology and Audiology**

December 4, 2015

Attending:

**Stephen J. Harris, L-AUD/SLP, Chairperson
Glenn M. Waguespack, L-AUD, Vice Chairperson
Daphne Washington, L-SLP, Secretary/Treasurer
Tammy Crawford, L-SLP, Board Member
Theresa H. Rodgers, L-SLP, Board Member**

Absent:

**Laura H. Gresham, Public Member
Anita Jeyakumar, MD, Medical Advisor**

The meeting was called to order by Steve Harris at 8:08 a.m. in the Beauregard Room at the Loews Hotel located at 300 Poydras Street, New Orleans, Louisiana. Jolie Jones, Executive Director, was present for the entirety of the meeting.

PUBLIC COMMENTS:

No one was present until the afternoon portion of the meeting to provide public comment. Kerrilyn R. Phillips, L-SLP, participated in the Comprehensive Law Review portion of the meeting.

AGENDA:

Motion was made by Glenn Waguespack, seconded by Daphne Washington and unanimously carried, to adopt the agenda as amended to add "Comprehensive" before the Law Review heading.

MINUTES:

Motion was made by Daphne Washington, seconded by Tammy Crawford and unanimously carried, to approve the minutes of the meeting held October 16, 2015, as presented.

Motion was made by Glenn Waguespack, seconded by Daphne Washington and unanimously carried, to approve the minutes of the meeting held October 17, 2015, as presented.

FINANCIAL:

1. Financial Statement for the period ended September 30, 2015
Board members were provided a copy of the Financial Statement prepared by Susan Sevario, CPA, for the period ended September 30, 2015.
2. Tablet Update
Microsoft Surface Pro tablets were ordered on October 28, 2015.

ADMINISTRATIVE REVIEW:

1. Executive Director Update

Steve Harris reported that he and Jolie Jones had a conference call with the chairpersons from the Louisiana Board of Examiners in Dietetics and Nutrition (LBEDN) and Louisiana State Board of Social Work Examiners (LABSWE), as well as Emily DeAngelo, Administrator for LABSWE, on December 3, 2015 to discuss plans for leasing office space. LABSWE would like LBESPA and LBEDN to have a separate entrance if all three boards remain at the current location. The estimated cost for a second entrance is \$7,000, in addition to \$151 per month in additional lease space. Each chairperson will discuss with their board the possibility of splitting the cost for a second entrance. LBESPA and LBEDN mentioned that they are exploring all options regarding office leases. LABSWE stated that the social work board plans to remain at the current location and expressed support for whatever decisions LBESPA and LBEDN make.

The Board expressed interest in an office park building located in Prairieville. Rent cost is \$2,250 per month plus electricity and janitorial. Mrs. Jones is estimating \$200 per month for electricity and no janitorial services for now, resulting in an estimated monthly cost of \$2,450. At 75%, the Board's cost would be \$1,837.50 and at 25%, LBEDN's monthly cost would be \$612.50. LBESPA is currently paying \$1,432.50 per month; therefore, an anticipated increase of \$405 per month.

Motion was made by Theresa Rodgers, seconded by Daphne Washington, and unanimously carried to allow Jolie Jones to submit a request to the state leasing office to relocate the Board office to the Swamp Road property in Prairieville.

Jolie Jones provided board members with a quote from Covalent Logic for rebranding to provide a more consistent look to board forms and documents, as well as a video course for supervision. The board is not prepared to spend the amount quoted and will explore other options for the supervision training course.

Jolie Jones reported that an account has been created for the Board's Administrative Specialist to begin querying the National Practitioner Data Bank (NPDB) when the new content management system is in place.

Jolie Jones spoke with the board's auditor, Robert Furman, regarding investment options for the board and, based on LRS 49:327, his understanding is that boards are only able to invest in time deposits with banks domiciled in Louisiana, Savings and Loans institutions, and credit unions. Mrs. Jones emailed other Executive Directors of Louisiana licensure boards to inquire if other boards are using financial planners or investing otherwise. Two Executive Directors responded with investments in CDs with good rates. Mrs. Jones has found a CD special at Business First Bank for up to \$99,000 for .99% for 12 months. It was noted that Ms. Jones plans to visit Essential Credit Union to compare their CD rate. and if it is better, the investment will be made there.

Mrs. Jones reported to the Board that she met with InfinIT Technology Group, who was referred by Covalent Logic. The cost will be \$65 base which will be paid 75% by LBESPA and 25% by LBEDN, plus \$110 for LBESPA based on \$10 per device covered. The board is currently paying \$375 per month for Essential Solutions, resulting in a savings of \$216.25 a month.

Theresa Rodgers shared a Memorandum of Understanding between LBESPA and the Louisiana Department of Health and Hospitals that was signed by Glenn Waguespack as Board Chair October 6, 2006. The board is required to maintain an emergency plan, storage backup plan, and to ensure compatibility with the Department of Health and Hospitals (DHH). The Memorandum of Understanding can be added as part of the board's Policy Manual. Jolie Jones will locate this document and update the Policy Manual.

2. LBESPA Processing

Board members reviewed a report indicating that 176 initial applications and 93 upgrade requests have been received since the June 4, 2015 board meeting. One application was denied and two required additional information.

2,742 individuals renewed online (72%) and 865 individuals renewed by mail, for a total of 3,640 individuals renewed as of October 31, 2015. 149 individuals' licenses lapsed for non-renewal.

233 audits were completed as of October 31, 2015, with 8 audits outstanding. The board will send a letter to the 8 individuals that were audited and did not renew, stating that records show that the license was subject to audit and request a response indicating why the individual did not comply with the audit request. The board would like to track incomplete audits so these are scrutinized more closely in the event of reinstatement. Jolie Jones will check with Covalent Logic to see if there is a way to track these individuals in the future.

One complaint was received since the October 15, 2015 board meeting.

3. Update on Annual School Report

An update on the board's Annual School Report was reviewed by board members. Jolie Jones will begin contacting the school systems individually which have not responded.

Steve Harris has a contact in the Louisiana Department of Education with which he will communicate to see if there is a list categorizing charter schools, as the Annual School Report is being duplicated and the board staff has received complaints in this regard.

4. Praxis Summary Report

Board members reviewed the Praxis summary reports.

5. *Bulletin 746 – Louisiana Standards for State Certification of School Personnel*
As stated in the October 2015 *Bulletin 746*, the Praxis examination is no longer required to obtain an ancillary certificate as a speech-language professional. When an individual fails to pass the Praxis examination after one year there is no process (paralleling LBESPA's process) at the state department to downgrade their certification to that of an assistant. In the past, the Board had an active role in the *Bulletin 746*/certification revision process relative to audiologists, speech-language pathologists (therapists), and speech-language pathology assistants. The Board's relationship with the certification and other appropriate staff within the Louisiana Department of Education needs to be reestablished.

Theresa Rodgers reported that she presented October 30 to approximately 100 speech-language pathologists and speech-language pathology assistants employed by the East Baton Rouge Parish School System regarding supervision. The presentation was designed to address specific issues and questions posed in advance by EBR staff. A copy of the presentation and handouts were provided to board members and staff.

6. Schedule Possible Rules Workday/Licensure Law Review for 2016
Board members discussed potential rules and law revisions. Jolie Jones will ask Ayn Stehr, the Board's Legal Counsel, to clarify her role in the Practice Act revisions.

The Board scheduled work day meetings for Saturday and Sunday, January 9-10, 2016, as well as Saturday, February 13, 2016.

7. Election of Board Officers
Motion was made by Daphne Washington, seconded by Tammy Crawford, and unanimously carried, to nominate Glenn Waguespack for Board Chairperson.

Motion was made by Tammy Crawford, seconded by Glenn Waguespack, and unanimously carried, to nominate Stephen Harris for Vice Chairperson.

Motion was made by Theresa Rodgers, seconded by Glenn Waguespack, and unanimously carried, to nominate Daphne Washington to continue serving as Secretary/Treasurer.

MEMBERSHIP:

National Council of State Boards of Examiners for Speech-Language Pathology and Audiology (NCSB)

1. Board Membership Renewal

Motion was made by Tammy Crawford, seconded by Daphne Washington, and unanimously carried, to renew the board's annual membership with NCSB.

EXECUTIVE SESSION:

Motion was made by Daphne Washington, seconded by Glenn Waguespack and unanimously carried, to go in to Executive Session at 10:42 a.m. for the following reasons:

to discuss the character, professional competence, or physical or mental health of a person, provided that such person is notified in writing at least twenty-four hours before the meeting, and

for investigative proceedings regarding allegations of misconduct or any other matter now provided for or as may be provided for by the legislature.

Votes for going into Executive Session: Daphne Washington, yes; Glenn Waguespack, yes; Tammy Crawford, yes; Theresa Rodgers, yes; Steve Harris, yes.

Motion was made by Tammy Crawford, seconded by Daphne Washington and unanimously carried, to come out of Executive Session at 11:58 a.m. to take the following actions:

1. Review of Email from Steve Madix Regarding Possible Complaint

The board will send a letter to Resa Brady, Executive Director for the Hearing Aid Dealer Board, requesting a copy of the Hearing Aid Dealer Practice Act and Rules and Regulations.

Additionally, Steve Harris will contact Steve Morris to gather further information and will share any additional information at the board's next meeting.

2. Review of Pending Complaints

a. Complaint #2016-01

The board reviewed a redacted portion of the Investigator's Report, which failed to prove any violation of the Board's Practice Act or Rules, Regulations and Procedures.

Motion was made by Daphne Washington, seconded by Tammy Crawford and unanimously carried, to dismiss complaint #2016-01 and send a letter of concern focusing on the lack of timely documentation of services impacting patient care.

b. Complaint #2016-02

Motion was made by Daphne Washington, seconded by Glenn Waguespack and unanimously carried, to extend the requirements of the Consent Agreement and Order offered to December 31, 2016, based on a request, as respondent is out of the country for one year.

Jolie Jones will request a copy of licensee's Power of Attorney and discuss with Ayn Stehr the appropriate content for the Consent Agreement and Order.

c. Complaint #2016-04

Jolie Jones informed board members that Respondent signed the Consent Agreement and Order offered.

3. Receipt of New Complaints

a. Complaint #2016-05

Motion was made by Glenn Waguespack, seconded by Theresa Rodgers and unanimously carried, to refer this matter for investigation.

4. Review of Applications

Motion was made by Theresa Rodgers, seconded by Tammy Crawford and unanimously carried, to approve the following applications for **Full or Provisional Speech-Language Pathology and/or Audiology licenses**:

Regard, Kathryn	7488	PL-SLP	Smith, Rebecca	7489	PL-SLP
Cook, Neely	7490	L-SLP	Sweet, Matthew	7491	L-SLP
Lacroix, Amanda	7492	L-SLP	Little, Brandy	7494	L-SLP
Williams, Kristi	7495	L-SLP	Bass, Leslie	7496	L-SLP
Hinaman, Tiffani	7498	L-SLP	Poole, Randi	7500	L-SLP
Roussell, Brett	7501	PL-SLP	Black, Rebecca	7502	L-SLP
Cohen-Shaw, Gila	7503	L-SLP	Phillips, Chelsea	7505	L-SLP
Schneider, Curt	7506	L-SLP	McElroy, Janneke	7507	L-SLP
Kessler, Laurie	7508	PL-SLP	Coon, Misty	7509	L-SLP
Edwards, Yuki	7510	PL-SLP	Thomas, Lydia	7511	PL-SLP

Motion was made by Daphne Washington, seconded by Glenn Waguespack and unanimously carried, to approve the following applications for **Speech-Language Pathology Assistant, Provisional Speech-Language Pathology Assistant** licenses:

Champagne, Tracie	7493	SLP-ASST	Ash, Melody	7497	PL-SLP ASST
Brown, Ginny	7499	PL-SLP ASST	Crawford, Rachel	7504	PL-SLP ASST
Glazier, Christine	7487	PL-SLP ASST			

Motion was made by Tammy Crawford, seconded by Daphne Washington and unanimously carried, to **upgrade** the following licenses:

Holland, Brittani	7291	L-SLP	Caldwell, Madison	7468	SLP-ASST
Lenard, Jasmine	7184	L-SLP			

Motion was made Glenn Waguespack, seconded by Daphne Washington and unanimously carried, to **reinstate** the following licenses:

Satterlee, Allison	3097	L-SLP	Caplis, Erin Lawley	5942	L-AUD/H.A.
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5. Board Staff Evaluations

Motion was made by Glenn Waguespack, seconded by Daphne Washington and unanimously carried, to provide a salary adjustment for Jolie Jones, Executive Director, up to \$65,000, contingent upon agreement of the Louisiana Board of Examiners in Dietetics and Nutrition (LBEDN), which shares a portion of the salary.

Motion was made by Glenn Waguespack, seconded by Daphne Washington and unanimously carried, to provide a salary adjustment for Marcy Ricca, Administrative Specialist to \$35,000 annually.

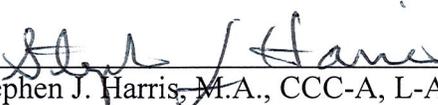
Both salary adjustments are based on research of other boards' Executive Directors and administrative staff throughout state licensure boards, as well as based on the fact that current board staff was hired at a lower salary because of the uncertain circumstances at the time of hiring.

Comprehensive Law Review:

Board members discussed topics such as limited cerumen management, criminal background checks, and reciprocity. Additionally, the board made suggested revisions to the Practice Act.

Motion was made by Theresa Rodgers, seconded by Daphne Washington and unanimously carried, to adjourn the meeting at 4:50 p.m.

MINUTES APPROVED BY:



Stephen J. Harris, M.A., CCC-A, L-AUD/SLP
Chairperson



Daphne R. Washington, M.A., CCC-SLP, L-SLP
Secretary/Treasurer